

STUDENT TRAVEL

Much of your education during your third and fourth years of medical school will be at local hospitals and other sites away from the University. The Registrar will provide the necessary information at the proper time to allow you to meet all travel requirements; this section explains the basic policies and procedures regarding your arranging these trips and traveling to them. Detailed instructions and current updates are provided on the Registrar's Office website at www.usuhs.mil/reg/registrar.html.

TRAVEL POLICY

The policy regarding official travel by students is promulgated by the Brigade and applies to all medical students on permissive or funded TDY/TAD.

You are responsible for coordinating all your third and fourth-year travel with the Student Travel Coordinator, (Mrs. Smith, at 301-295-9348). For some programs, all or part of a class will travel as a group. The USU Administrative Support Division will arrange such group travel. If you are permitted to travel separate from the group, you will be paid only what it would have cost the USU to send you with the group. Your extra travel time will be charged as leave. Consideration will be given to certain travel requests at no cost to the USU, but require approvals by your Company/Squadron Commanders and the person responsible for the program.

If you are traveling by commercial air, you are responsible to make your own plane reservations utilizing the Uniformed Services University travel office. If you travel by using your own vehicle (a privately owned vehicle or POV), you are provided 40.5 cents per mile round trip or the cost if travel had been by commercial air, whichever is the lesser amount. In most cases you may not claim mileage at the site. If you have a passenger with you, only the POV owner/operator is provided 40.5 cents per mile round trip; the passenger receives no funds for travel. You will not be paid more for POV mileage than what it would have cost for government contracted airfare. Reimbursement for rental cars is not authorized at clerkship sites unless approved on your TDY/TAD orders. All airline tickets will be charged to the individual's government charge card, except for Bushmaster travel. The airfare may be claimed on the first partial payment, when supported by a copy of either the ticket invoice or airline ticket coupon.

Appendix A of this section is a list of most out-of-town clerkship sites and the one-way mileage. If the site is not listed in the table, mileage will be computed on an individual basis. Official travel time allowed is one day going to the site and one day returning from the site. You must adhere to travel and leave times as stated in the TDY/TAD orders. Early reporting is not normally authorized at TDY points. The arrival date must be one day prior to the date of the first class. Arrival at subsequent TDY sites, when traveling on orders with multiple funded rotations, will be determined on a case by case basis, dependent upon if leave was scheduled between rotations.

Travel outside the continental limits of the United States (OCNUS) is authorized, but generally is not funded. If funds are available, your per diem (meals and quarters) will be at reduced rates. Request for OCNUS travel must be initiated and submitted at least 70 days prior to the start of travel and must be coordinated with your Company/Squadron Commander. You are responsible for securing your passport and any required visas; Administrative Support Division can assist you with this.

LEAVE AND PASS/LIBERTY POLICY

The policy regarding leave and pass/liberty rules for students as promulgated by your Company/Squadron commander and applies to all medical students on either permissive or funded TDY/TAD. For further details see the Registrar's Office website at www.usuhs.mil/reg/leave4.html.

PREPARING TO TRAVEL

Third-year clerkships are of six-weeks' duration and are fully funded by the University. Fourth-year elective clerkships are four weeks long and two sub-internships are of four weeks each; with several exceptions discussed under "Special Fourth-Year Travel Funding" in this section, these rotations are unfunded.

You are responsible for all scheduling and canceling fourth-year clerkships using the instructions published in the USU fourth-year course catalog.

Temporary Duty/Temporary Assigned Duty (TDY/TAD) orders will be issued to you for traveling away from the local area. Use USU Form 115 (available from Registrar's Office) to request TDY/TAD travel orders. You will submit this form four to six weeks prior to the start of travel. All site choices, modes of travel, leave en route plans, etc., must be made by that time. You may take leave in conjunction with TDY/TAD, and this must be reflected on your orders. Once you receive your travel orders, they will not be changed except for compassionate reasons. Proofread your orders to ensure all information is accurate (e.g., reporting date, number of days, mode of travel, etc.).

You will participate in the scheduling of your third-year program through a student-run lottery, which will be explained to you in detail during your second year. Only the Associate Dean for Student Affairs or the Assistant Dean for Clinical Sciences can approve your request to change a schedule after it becomes final.

RENTAL CARS (LEASED GOVERNMENT/COMMERCIAL RENTAL)

The cost for third and fourth-year travel is of major concern to the School of Medicine, and costs continue to increase with each academic year. To that end, efforts are always on-going to maximize the best efforts that can be implemented in order to control or reduce travel costs. One such effort has been to enter into an agreement with the authorities at various clerkship sites, whereby government-owned vehicles (motor pool vehicles) or vehicles leased from commercial rental agencies are made available for use

by our students. By using government-owned or leased vehicles, it is a savings of \$10,984 per year for USUHS. And with such accommodations comes responsibilities. Government-owned or commercially leased vehicles are for Official Use Only, which means:

- You can use the vehicle to go to and from a place of duty to a place of residence (BOQ).
- You can obtain/maintain subsistence on/off base, or go to the commissary, base exchange, base laundry facilities, base recreational facilities (such as the gym), or any other appropriate base facility.
- You must return the vehicle to the Vehicle Dispatch Office in a clean state. Any trash, debris, etc., should be removed prior to turning in the vehicle.
- Specifically, you cannot use the vehicle for personal trips such as sightseeing, weekend trips off base, visiting family or friends located outside/off the military base.
- Prior to departing the Vehicle Dispatch Office, ensure you obtain a point of contact (names and numbers) in order to request assistance for mechanical difficulties; to report a traffic accident; or to report a traffic ticket for a moving violation. Additionally, you must also report the incident to the Registrar's Office (Student Travel Officer, 301-295-9348).

During your rotations, you will not be paid travel or per diem for duty at Walter Reed Army Medical Center (AMC), National Naval Medical Center, Malcolm Grow USAF Medical Center (Andrews AFB), Kimbrough Army Community Hospital (ACH) (Ft. Meade), or DeWitt ACH (Ft. Belvoir), all of which are considered local duty stations. VOQ rooms are available for a fee at Andrews AFB.

Pick up your orders from your mailbox on the ground floor in building A area (prior to leave or departure for your clerkship). You must use the Government travel card for travel pay advances; lodging, rental cars, and airline tickets. The card is issued to you for use in conjunction with official travel.

If you have further questions or need assistance with other issues during the year, the Registrar's Office is open Monday-Friday, 0730-1600 hours; the phone numbers are DSN 295-3198, commercial (301) 295-3198, and FAX (301) 295-3545.

ARRIVING ON CLERKSHIP

You must call your Company/Squadron commander when you arrive at your temporary duty station to report your safe arrival and a local address and telephone number. This notification is a part of the accountability requirements.

Students participating in clerkships at Malcolm Grow USAF Medical Center must report to the Medical Education Office before reporting to scheduled rotations. Failure to report results in the preceptor not receiving USU Form 650, Clerkship Evaluation Form, for the rotation. The Medical Education Office at Malcolm Grow is located in the Annex, Building 1075, Room 110, located directly across from the Officer's Club and parallel to the Medical Center.

Students participating in clerkships at the 646th Medical Group, Eglin AFB FL, must report by 1800 hours on Sunday evening. If you will be arriving after 1800, you must call the BOQ and guarantee your room for late arrival with a credit card. Failure to do so will result in the cancellation of the reservation.

BILLETING

Bachelor Officers Quarters (BOQ) reservations are prearranged for you by the Registrar's Office at all out-of-town third-year clerkship sites. You must confirm these arrangements approximately two weeks prior to your arrival. BOQ telephone numbers are listed in Appendix B to this section.

You may pay for your BOQ with your Government travel card. If you receive nonavailability from a BOQ, you must contact Mrs. Smith in the Registrar's office within 24 hours. If you choose to leave the BOQ or not accept BOQ billeting for any reason, you are responsible for housing arrangements and expenses, and you may be reimbursed up to the amount of the lowest BOQ room, if commercial lodging is used.

You are responsible to make your own housing/BOQ reservations for out-of-town fourth-year clerkships, except Military Emergency Medicine (MEM) and Military Contingency Medicine (MCM). Housing reservations for MEM only will be made for you by the Registrar's Office.

RETURNING FROM CLERKSHIP

Upon completion of TDY/TAD, you must submit your travel claim form to USU Travel Branch (Room A1040B), within five working days of your completion of travel. You must maintain logs of your travel dates and times, mileage, and extraordinary expenses (taxis, tips, etc.). Lodging receipts and receipts for fares or incidental expenses of \$75 or more must be turned in along with any rental car receipts (if authorized and approved). Travel vouchers must be certified by the orders Approving Official (block 18 on the travel order identifies the Approving Official.) Personnel at that office will answer any questions regarding your trip and provide assistance on completing the voucher, if necessary.

PARTIAL PER DIEM PAYMENT. Travel regulations require that individuals who perform funded TDY in excess of 30 days must file claims for partial payment. This is an essential part in providing funds so that the charges on the individual's government charge card may be paid in a timely manner. The claims may be sent by FAX directly to the Student Travel Coordinator (301-295-3545). The partial payments must be indicated on the travel settlement claim.

ELECTRONIC FUND TRANSFER OF TRAVEL PAYMENT. All payments must be paid directly to the traveler's financial institution. It is the students' responsibility to provide the necessary information before the first TDY is taken and whenever new accounts are open.

ACCURACY OF TRAVEL VOUCHERS. Travel vouchers must be complete showing accurate information. It is the travelers' responsibility to assure all dates on the travel itinerary agree with the attached documents (lodging receipts, etc.).

SPLIT DISBURSEMENT. DOD mandate that you use the split disbursement process on your voucher if you have a balance on your travel card.

SPECIAL FOURTH-YEAR TRAVEL FUNDING

Funding is provided for certain fourth-year programs. The bushmaster field training exercise portion of MCM will be organized through the Department of Military Medicine. BOQ reservations at military MEM sites are made for you by the Registrar's Office; contracted quarters (also arranged by the Registrar's Office) or authorized quarters allowance are provided at civilian MEM sites. Parking fees are authorized during a MEM rotation at the University of Maryland Shock-Trauma Center, Baltimore, MD, ONLY.

Additionally, funding may be provided for one out-of-town clerkship in support of your application for your internship program following graduation (known as GME-1) as follows:

1. Funding will not be provided for an experience that you choose to schedule out-of-town but is not in direct support of your GME-1 application, even if it is a required clerkship.
2. The funded experience must be scheduled within blocks 2,3,& 4. Exceptions will be considered on an individual basis.
3. Funding is authorized only at service-specific hospitals, except for USPHS students or if an Interservice transfer is anticipated.
4. Per diem will be paid for both food and lodging for the last ten days of TDY, not to exceed 10 days at the government rate.

In all of these programs, regardless of the mode of transportation you use, travel reimbursement is limited to the cost of contracted airfare. If you travel by POV with a passenger, only the POV owner/operator is reimbursed for travel. Funding for rental of or air freight for bicycles is not authorized.

BANK OF AMERICA GOVERNMENT CHARGE CARD

This card is authorized for use in conjunction with official travel only. It must be used for all travel related expenses. All transportation must be purchased through Carlson Travel Network at USU or reimbursement will not be authorized.

All payments must be paid by the due date of the statement. Delaying payment while awaiting TDY/TAD settlement payments is NOT authorized. Delinquencies reflect adversely on your military career and civilian credit record. Split Disbursement is mandatory if you have a balance on your travel card account.

For detailed information about use of the Government Travel Charge Card see the Registrar's Office website at www.usuhs.milreg/gov_travel_card4.html.

APPENDIX A

Official One-Way Mileage from USU

Site	Mileage
Brooke AMC, San Antonio, TX.....	1,600
Beaumont AMC, Ft. Bliss, El Paso, TX.....	1,980
Darnall ACH, Ft Hood, TX.....	1,500
Eisenhower AMC, Ft Gordon, GA.....	578
Madigan AMC, Ft. Lewis, Tacoma, WA.....	2,793
Martin ACH, Ft Benning, GA.....	768
Womack AMC, Ft Bragg, NC.....	345
Naval Aerospace Medical Institute, Pensacola, FL	975
Naval Hospital, Bremerton, WA.....	2,814
Naval Hospital, Camp Pendleton, CA	2,706
Naval Hospital, Jacksonville, FL.....	728
Naval Hospital, Oakland, CA	2,810
Naval Hospital, Pensacola, FL.....	974
Naval Hospital, Portsmouth, VA.....	204
Naval Hospital, San Diego, CA.....	2,706
Wilford Hall USAF Medical Center, San Antonio, TX	1,614
David Grant USAF Medical Center, Travis AFB, CA	2,766
Keesler USAF Medical Center, Keesler AFB, MS	1,038
Scott USAF Medical Center, Scott AFB, IL.....	822
Wright-Patterson USAF Medical Center, Dayton, OH	460
646 Medical Group, Eglin AFB, FL.....	960
Bergquist Strategic Hospital, Offutt AFB, NE	1150
USAF School of Aerospace Medicine, Brooks AFB, TX	1,607
Ben Taub Hospital, Houston, TX	1,409
Phoenix Indian Health Center, Phoenix, AZ..	2,350
Charity Hospital, New Orleans, LA.....	1,090
Jackson Memorial Hospital, Miami, FL.....	1,090

APPENDIX B

BOQ TELEPHONE NUMBERS

Site	Commercial Number	DSN Number
Beaumont AMC, TX	(915) 565-7777	NO DSN
Brooke AMC, TX	(210) 357-2705	NO DSN
Darnall ACH, TX	(254) 532-8233	DSN 737-2700
Eisenhower AMC, GA	(706) 791-2277	DSN 780-2277
Madigan AMC, WA	(253) 967-6754	DSN 357-5051/ 2815
Martin ACH, GA	(706) 689-0067	DSN 835-3147
Tripler AMC, HI	(808) 839-2336	No DSN
Womack AMC, NC	(910) 396-7700	DSN 236-7700
NAMI, Pensacola, FL	(850) 452-2755	DSN 922-2755
NH, Bremerton, WA	(360) 475-1000	DSN 439-7660
NH, Camp Pendleton, CA	(760) 430-4703/4721	DSN 365-2305
NH, Jacksonville, FL	(904) 542-3138	DSN 942-5002
NH, Pensacola, FL	(850) 452-2755	DSN 922-3625
NH, Portsmouth, VA	(757) 402-7002	DSN 564-4151
Holiday Inn (Portsmouth)	(757) 393-2573	No DSN
NH, San Diego, CA (NAB)	(619) 437-3860	DSN 577-3860
Wilford Hall USAFMC, TX	(210) 675-0798	DSN 473-3622
David Grant USAFMC, CA	(707) 437-0700	DSN 837-2987/88
Keesler USAFMC, MS	(228) 377-4900	DSN 597-3309
Scott USAFMC, IL	(618) 256-1844	DSN 576-1844
Wright-Patt USAFMC, OH	(937) 879-5921	DSN 787-3451
646th Med Gp, FL	(850) 882-8214	DSN 872-4535
Bergquist SH, NE	(402) 294-3671	DSN 271-3671